



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
Magnetic Media Unit A-10
PO Box 942840
Sacramento Ca 94240-6090
Telephone (916) 845-3778

MAGNETIC MEDIA FILING GUIDELINES

Forms 1099, 1098 and W-2G are due February 28, 2000. Form 5498 returns are due May 31, 2000.

We have enclosed the **most current** **FTB 3601** transmittal form. Please fill in all the requested information that pertains to the data on your magnetic media. (**Do not include totals for any additional paper filing.**) Enclose the transmittal in the same package with your magnetic media and send it according to the address instructions on the back.

The latest version of the **FTB 8305** magnetic media reporting requirements can be found on the Internet at www.ftb.ca.gov. California is consistent with IRS Pub. 1220 in most areas. However, please note the following:

- Transmitter information is on the 'T' record – only one 'T' record for an entire file.
- Payer information is on the 'A' record.
- Name sequence indicator in position 41 of the 'A' record indicates name sequence on the 'B' records:
For last name first, enter an "L" in position 41, otherwise enter a **blank** for first name first.
- For 1099INT reporting, branch code on the 'B' record is now the IRS 'office code'.
- 'C' record should have **only** California amounts accumulated from the 'B' records.

OUR TESTING PERIOD IS NOVEMBER 1 THROUGH DECEMBER 31.

We will only accept information returns formatted to be consistent with IRS Publication 1220, as supplemented by instructions contained in the **FTB 8305** booklet. We will return incorrectly formatted files for replacement.

INTERNET

Franchise Tax Board information and forms are available at www.ftb.ca.gov.
Publication 1220 is available at www.irs.gov.

There is a 'Structural Edit' Test-ware for 1099 datasets on our website. This Test-ware program will run on a PC with Windows 95 and above or NT operating systems. Look for it at www.ftb.ca.gov. Select Electronic Services, then select the Business piece of the puzzle. Click on the 1099 icon for information and instructions on how to use this edit.

Please call the number above if you have questions or need assistance in preparing your magnetic media.

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